



**CITY OF NEW CARROLLTON  
ANNUAL COMMUNITY DAY  
SATURDAY, SEPTEMBER 29, 2018  
BECKETT FIELD 8511 LEGATION RD., NEW CARROLLTON  
12:00 P.M. - 6:00 P.M.**



## **VENDOR APPLICATION**

Name of Business/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Please check item that most closely describes what you will sell/distribute:**

☐ Arts & Crafts ☐ Food ☐ Information ☐ Other: \_\_\_\_\_

**Describe What You Will Sell/Distribute. If you are a food vendor, describe the type of food and beverage you propose to offer along with the dimensions of your vehicle:**

Vendors cannot make changes in items to be sold or distributed without the City's prior written approval, which approval must be issued no less than 5 business days prior to the event. The City of New Carrollton will not permit the sale of products or merchandise deemed to be dangerous including weapons of any kind such as nun-chucks, knives, etc. This also includes the sale of toy weapons. **NOTE: This event is NOT for yard sale items.**

### **Permits**

It is the responsibility of all food vendors to obtain the proper food handler permit and/or Single Day Event Special Food Service Facility Permit from the Prince George's County Department of Permits, Inspections and Enforcement (DPIE) located at 9400 Peppercorn Place, Largo, Maryland 20774. Information on permits and fees can be found on their website at [www.princegeorgescountymd.gov](http://www.princegeorgescountymd.gov). If you do not have the proper paperwork filed with DPIE, you will not be permitted to participate as a food vendor on Community Day.

### **Fees**

The vendor fee provides the vendor with a 10ft. x 10ft. booth space on Beckett Field the day of the event. Please make checks payable to City of New Carrollton with "2018 Community Day" on the memo line. Please note that the City of New Carrollton charges a \$35.00 fee on all returned checks. **No Refunds will be given due to weather conditions. THE EVENT IS HELD RAIN OR SHINE.**

## **VENDOR FEE \$50.00**

**Non-Profit Information: No Charge.** All non-profit applicants must submit proof of their non-profit status with their application.

### **Deadline –Friday, September 14, 2018**

Please return completed application and vendor fee (food vendors please also attach a copy of the Prince George's County Single Day Event permit application) to the City of New Carrollton, 6016 Princess Garden Parkway, New Carrollton, Maryland , 20784. Attention: Community Day 2018, **by Friday, September 14, 2018.**

### **Community Day Contacts**

Doug Barber and Aracelli Guzman

[City@newcarrolltonmd.gov](mailto:City@newcarrolltonmd.gov)

301-459-6100 – Prior to Event Day

301-922-1265 – Event Day

### **Requirements**

All vendors must supply their own canopy if desired, (no larger than 10x10), tables and chairs, and source of electricity, if needed. Vendors must arrive no later than 9:00 a.m. and have their booth set up and ready for inspection by 10:00 a.m. the day of event. Late arrivals may forfeit their booth space without refund. Vendors are required to stay at their site until 6:00 p.m., the end of the event. Vendors are prohibited from walking around the event and handing out information. Information may be distributed from within your allocated space only. All food and beverage and amusement vendors are required to provide the City with a Certificate of Insurance.

<b>Rides/Moon Bounces/Games</b>	<b>LOAD IN TIME at 7:30 a.m.</b>
<b>FOOD VENDORS</b>	<b>LOAD IN TIME at 8:30 a.m.</b>
<b>CRAFT VENDORS/NON-PROFIT</b>	<b>LOAD IN TIME at 9:30 a.m.</b>

**ALL VENDORS MUST BE SET-UP AND VEHICLES REMOVED FROM THE FIELD BY 11:00 A.M.** Please note your arrival time as this is the only time you will be allowed on the field prior to the event. Vendors will be directed to your locations by a volunteer.

### **Cancellations and Vendor Fees**

The City of New Carrollton has the right to approve or disapprove any application. If for any reason your application is denied, you will be contacted immediately and your vendor fee will be refunded. The City has the right to cancel the event at any time and shall not be held liable for any damages, claims, expenses, refund of vendor fees, or losses incurred by vendors or third parties due to the cancellation. Vendor cancellations must be received in writing by 2:00 p.m. on **Friday, September 7, 2018**, for a refund. .

### **Liability**

The applicant, a.k.a. Vendor, agrees to hold harmless and indemnify the City of New Carrollton, City elected officials, appointees, employees, volunteers and staff from and against any and all liabilities, losses, claims, damages, actions, suits and expenses of any kind which may be brought or made against the City or which the City must pay and incur by reason of or in any manner resulting from the willful misconduct

of the vendor or its agents or employees or the negligent performance or failure to perform by the vendor or its agents or employees, including reasonable attorneys' fees, howsoever arising or incurred, for damage to property or injury to or death of any person, including but not limited to the property of vendor and personal injury arising for or out of the installation, set-up, operation, dismantling, and/or removal of materials if caused in whole or in part by the act or omission of the vendor, its agents, contractors, or employees.

### **Lost or Stolen Property**

The vendor agrees to assume all responsibility for vendor items and materials brought to the event. The City of New Carrollton shall not be responsible for theft or loss of property. At no time should the vendor's booth or items be left unattended.

### **Photographs and video**

Photographs and/or video may be taken by City representatives at the event. By signing below you consent to being photographed and grant full rights to the City to use those images resulting from the photography/video filming in printed and online sites, social media and press releases for publicity or any other purpose the City deems appropriate.

Please sign below to indicate that you have read and agree with the rules and regulations set forth in this Application.

**VENDOR NAME:** \_\_\_\_\_  
(Please Print)

**VENDOR SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

### **FOR OFFICIAL USE ONLY – DO NOT WRITE BELOW LINE**

**Fee Received: \$** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**By: City Clerk or City Administrative Officer**